

**MEETING TITLE:****CHILD CARE COORDINATING STEERING COMMITTEE MEETING****DATE:****October 14, 2002****MEMBER ATTENDEES:****Sherrie Cowan, Barb Giachetti, Jean Bombardier, Agda Burchard, Sonja Griffin, Deanna Houck, Robin Boehler, Mari Offenbecher, Liz Egge (staff)****Guests:****None**

| ISSUES   | DISCUSSION   | DECISIONS  | FOR ACTION   |
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| <b>Introductions</b><br><b>Review of Agenda and Minutes</b>                            | Members reviewed the Agenda and made comments for additions and arrangement of agenda items. Minutes were reviewed and suggestion was made to amend page 5, paragraph 3, last sentence to include "contracted CCDF dollars for CACFP".   | Minutes were approved with corrections made.   | Liz will make the corrections to the September minutes.  |
| <b>Membership</b>  | <p>Members present reviewed the membership applications for Lee Williams and Sherry Schleufer.</p> <p>Lee Williams is applying for the Stakeholder 24, Parent Education Position.</p> <p>Sherry Schleufer is seeking to share the position of Stakeholder 10, Family Child Care Provider with Linda Tyner. Discussion resulted in the following guidelines that will become part of the by-laws:</p> <ul style="list-style-type: none"> <li>Only one person will be able to vote at a meeting.</li> <li>Only one person will be able to collect travel expenses per meeting.</li> </ul> <p>The CCCC is recruiting openings for the Stakeholder 21 position of parent able to pay.</p> <p>Discussion was made around travel authorizations for Lisa White. At this time her travel authorization has been denied. The committee discussed writing an appeal letter for Ms. White.</p> | Laurie Grevstad moved and Sherrie Cowan seconded that these positions be approved. It was unanimously approved to propose on the November slate. | Persons interested in the parent (able to pay) position should submit a membership application to Barb Giachetti or Liz Egge. Liz will include in the November meeting announcement a membership application recruitment notice.                               |
| <b>DCCEL Update</b> <ul style="list-style-type: none"> <li>Budget follow-up</li> </ul> | <p>For the fiscal year ending June 30<sup>th</sup> the CCCC budget was over-spent by \$3,000. The budget for the upcoming year July 1<sup>st</sup> through June 30, 2003 is \$25,000.</p> <p>A Child Care Coordinating Committee SFY 2002 Disbursements report was presented to the committee and reviewed. The committee itemized what they felt were errors in the budget and it was expressed that the CCCC was not overspent and the committee wanted it noted. Liz Egge told the committee that if errors were made they could not be adjusted since the funding year has ended. There will be a report for the committee to review monthly for disbursements to ensure that billing errors are corrected as they occur. The committee requests to know what automatic charges come out of the budget.</p>  |  | Liz will bring a copy of the budget monthly to the meetings. Liz will also follow up with Letter of Explanation addressing the errors discussed in the SFY 2002 Disbursements report and respond to Agda Burchard and Robbin Dunn. Liz will also find out what |
| <ul style="list-style-type: none"> <li>Snack/lunch</li> </ul>                          | Discussion took place around possibility of membership sharing the responsibility for  |  |  |

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| discussion                       | <p>snacks and possibly changing the way lunch is currently done. It was decided that snacks should be purchased by the staff position person and submitted for reimbursement out of the CCCC budget.</p> <p>A request was made by committee members for an organization chart of the Division of Child Care and Early Learning.</p>  |   | <p>automatic charges come out of the budget and include in the letter to Agda and Robbin.</p> <p>Sonja will bring a current organization chart.</p>  |
| <b>Possible By-Law Changes</b>   | <p>Possible By-law changes were discussed for the following:</p> <ul style="list-style-type: none"> <li>• Drafting policy changes or having alternates or sharing of positions.</li> <li>• Drafting policies and procedures for CCCC and Subcommittee member travel reimbursement.</li> </ul> <p>It was recommended that travel be authorized for only one person sharing a position. Language should read that any representative position can be shared upon approval of the CCCC. Further recommendation for the by-law changes were to include the representative position will carry on vote.</p> <p>Recommendation was also made that travel requests should go through Liz Egge. Additional travel guidelines will be added to the orientation packet. In addition, draft travel rules should be made available for the next month's meeting and time on the agenda should be set aside to review the travel rules.</p> <p>Also discussed was the need for an additional checkbox to be added to the new member application form.</p> <p>The by-law changes should be out to everyone within 60 days and presented in November to the Full CCCC. Voting on the by-law changes should take place in the January 2003 meeting.</p> <p>Recommendations were made that travel for the co and co-chair positions of the subcommittees should be available for review and authorization. Also to be included is language expressing that travel by air or car which ever is less expensive.</p> | It was decided that Liz will walk persons approved for travel through the travel guidelines | <p>Agda and Liz will draft the travel rules for the CCCC and make them available for next months meeting. Time will be made available on the agenda.</p> <p>Agda will provide to Liz "STARS Stakeholder Language" to review in helping to draw up the draft by-law language.</p> |
| <b>Federal and State Updates</b> | CCDF still is going back and forth on the five-year extension. Money and Match are still undecided.  |   |  |
| <b>CCDF Reauthorization</b>      | <p>John Atherton is giving recognition for the work DCCEL is doing by requesting new FTE's for the division. The final say is in the hands of the budget office.</p> <p>The question was asked, "Where did Working Connections Child Care come out in the exercise?"</p>   |   | Liz will report back to the committee.   |

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| <b>Re-Organization</b>                        | <p>Laura Porter facilitated a meeting on re-visioning of the CCCC. She pushed the members to think very hard. It was an outstanding exercise which reviewed the child welfare purpose and authorizing law. They looked at language in developing the CCCC and found it was less relevant than today and is outdated. The mission of the CCCC is not remotely close to the statute that created the CCCC.</p> <p>At the next Systems Subcommittee Laura Porter would like the CCCC to hire a consultant to do the research. A second contract could do the process of re-visioning or restructuring of the CCCC.</p> <p>A letter will be coming out letting the subcommittees know where the re-organization is going and what needs to be changed. There is some discomfort with some subcommittees.</p> <p>Funding for the re-visioning is from the Headstart Collaboration Project.</p>   |  |  |
| <b>Annual Report Update</b>                   | No annual report update was available.  |  |  |
| <b>Child Care Works for Washington (CCWW)</b> | <p>Child Care Works for Washington held their monthly meeting on October 1, 2002. The following issues were addressed:</p> <ul style="list-style-type: none"> <li>• <b>Tax Reform</b>-Lonnie Johns Brown spoke about the need for revenue in the state. There is a discussion of a temporary surcharge until an income tax bill is passed: though the budget is in such crisis this will not fill the gap. She tells CCWW that Referendum 51 is definitely needed.</li> <li>• <b>Initiative 77, Early Learning and Care Campaign</b> made a fierce effort but failed to get on the ballot in Seattle in November and March (special elections).</li> <li>• <b>Federal Legislation</b>- A three-month continuation of TANF was Passed. CCDBG was given a two-week extension.</li> <li>• <b>King County and Seattle</b> expect 10-50% decrease in Human Service programs. A rally for Human Services aimed at both King County and Seattle is planned for October 22 at noon in the Third Avenue Plaza between Cherry and James. The theme for the rally is "Invest In People First".</li> <li>• <b>Poll</b>- East Side Journal published a poll that asked people to rank items of importance to them. The results showed that people put human services above parks and highways.</li> <li>• <b>State Budget</b>- Governor asking for a 15% cut for each department. No report on Tier Exercise at Quarterly meeting. Unsure where to find Working Connections Child Care.</li> <li>• <b>Legislative Strategies</b>- Members and advocates are visiting legislators, Lonnie is coordinating.</li> <li>• <b>Call Centers</b> have numerous problems. Olympia has people on hold for 40 minutes or more and workers aren't giving information. Each Region is different in</li> </ul> |  | Luisa McEachern is available to take calls |

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|                                | <p>minutes or more and won't or can't give information. Each Region is different in its response to callers.</p> <p>The next Child Care Works for Washington meet will be December 10<sup>th</sup> from 9:30 to noon.</p>  |  | <p>at 360-413-3358 with your concerns.</p>  |
| <b>Annual Meeting Planning</b> | <p>A lengthy planning discussion was made with regards to the delivery of the Annual Report meeting on Monday, December 9, 2002 from 9:30am to 3:00pm. The theme will be "Linking to Public Schools and OSPI with the following framework:</p> <ul style="list-style-type: none"> <li>• Learning how to talk each others language.</li> <li>• School-Age linking to learning and annual status report.</li> <li>• Early Learning Task Force.</li> <li>• ECEAP/Universal Pre-K. CTED has a presentation from Ed Yonamine on federal ideas around universal pre-k.</li> <li>• NGS Grant On Moving Public Will.</li> <li>• Update on re-visioning/restructuring of the CCCC.</li> <li>• Video: Links to Learning (School-age focus which captures the importance of linking to schools. This presentation is focused on Seattle.)</li> <li>• Information on the 21<sup>st</sup> Century Learning Grants.</li> </ul> <p>The goal will be as follows:</p> <ul style="list-style-type: none"> <li>• Sharing Information,</li> <li>• Supporting Learning outcomes for schools,</li> <li>• The importance of linking to public schools.</li> </ul> <p>All members of the subcommittees are invited to the meeting. Follow-up calls are necessary.</p> <p>Suggestion was made to include a broad range of parents in the invitation list, but limit the number of parents in the invitation.</p> <p>Suggestion was made to ask Laura Porter to open or close the panel presentation.</p> <p>Discussion was made around who to invite from OSPI. It was decided that Marcia Riggers would be the person. Further discussion was made about who else to invite.</p> <p>Questions that need to be related to building the links are:</p> <ul style="list-style-type: none"> <li>• Identifying the barriers, and</li> <li>• Where do we want to go in the state?</li> </ul> <p>Leaders and Facilitators are needed volunteer to lead small groups. A facilitator will be at each round table.</p> | <p>Leaders/Facilitators will be identified at the next full meeting.</p> | <p>Lorrie Grevstad will look into obtaining a meeting room and dedicating funds for the meeting.</p> <p>Liz will send out a save the date notice using language from the Annual Report as the theme for the save the date reminder and letter.</p> <p>A second notice will go out the early part of November. Liz and Agda will discuss catering and letter of invitation. The letter should include language around reservations for lunches (RSVP).</p> <p>Mari will facilitate the panel<br/>Agda will contact Ed Yonamine regarding universal pre-k PowerPoint presentation.</p> <p>Agda will send an invitation from the</p> |

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| <b>Agency and Subcommittee Reports</b> |   |  |   |
| <b>Dept of Health</b>                  | <p>An Oral Health Summit was held on October 11, 2002. State efforts are looking at training opportunities.</p> <ul style="list-style-type: none"> <li>Looking into registered nurses with special training to enable them to apply fluoride varnishes to teeth.</li> </ul> <p>HCCW is working on transitioning from the Clinton era to the Bush era. In the next two years trends in HCCW grantees to apply for dollars to transition into linking successes in school and health. They have sponsored a statewide committee to look at disaster preparedness to see if HCCW could create tools for health care.</p> <p>HCCW is one of the co-sponsors of "Culture Matters: Supporting the Social and Emotional Health of Children in Child Care" a WAEYC pre-conference on Wednesday October 16<sup>th</sup>.</p> <p>Planning is underway for the Health Partnership and Child Care Symposium scheduled for May 20-22, 2002.</p>  |  | Lorrie will connect information from the task force to Liz. |
| <b>Subsidy Subcommittee</b>            | <p>Mary Winker came to the last Subsidy Subcommittee and reported on E-Child Care.</p> <p>A recent phone ID pole showed that providers call 6 to 7 times per months with authorization questions. Mary Winkler discussed the need for an automated system to help providers look up information and be able to call evening hours and access the information they need. An interactive internet implementation timeframe is January 2004.</p> <p>Concerns were removing person to person contact.</p> <p>A recent survey of Family Child Care Providers showed 72% of providers have access to the internet.</p> <p>Subsidy Subcommittee met on September 12<sup>th</sup> and discussed the following issues:</p> <ul style="list-style-type: none"> <li>Background Check Unit response time is improving and CAMIS checks still have to go through licensors.</li> <li>The background check procedure has changed. A new background form is on line.</li> <li>A Quality Assurance Unit has been formed in DCCEL for both subsidy and licensing. Some of the work that will be done is looking at overpayments to centers and homes.</li> </ul> |  |   |

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|                                | <ul style="list-style-type: none"> <li>• E-Child Care will help to eliminate errors although it is still a long way off in implementation.</li> <li>• The Licensing Practice Improvement Project (LPIP) may be showing that licensors are working too long with providers to make sure they are within the Minimum Licensing Requirements. There needs to be more consistency with using the compliance agreement. The role that is recommended is half consultant and half regulatory.</li> <li>• The Child Care Center Minimum Licensing Requirements (MLRs) are being re-written using the Clear Rule Writing format.</li> <li>• The STARS 20-Hour BASIC training requirement can be waived on the local level. Then it is sent to Judy Serquinia for tracking.</li> </ul> <p>The next Subsidy Subcommittee meets on November 14<sup>th</sup> from 10:00am to 12:00 noon in the Kent DCFS building.</p> |  |  |
| <b>School-Age Subcommittee</b> | <p>A Lights On After School media event was held in local schools in Olympia to hear Governor Locke talk about the importance of After-School Programs. Attendees came from the Governor's Office, Democratic Caucus, OSPI as well as Lonnie Johns Brown. The event focused on what's happening in Washington State and where School-Age Programs would like to go with strategies and thinking with a common goal.</p>  |  |  |